

## Initiative for the Use of Gift Funds

### 1. a. Organization/Investigator Proposing the Activity

b. Short title (no more than 60 characters)

### 2. Description of proposed activity

a. A programmatic description of what is planned

b. A breakdown of proposed costs by category

Amount

- 1) Personnel (dollars and FTE requirements)
- 2) Travel costs (employee/patient)
- 3) Supplies/Services
- 4) Conference, workshops, symposia
- 5) Equipment (purchase or rental)
- 6) Entertainment

Total Cost

### 3. Time Frame of the Project

a. Start Date

b. Time table for planned obligation of funds by fiscal year quarter (ie \$X,XXX in 1st quarter, \$yyy in the 2nd quarter)

### 4. Proposed source of the funds

The specific Gift Fund should be cited (i.e. Parkinson's Disease) and an explanation of how the proposed activity fits into that gift fund. And if the gift fund is a conditional gift, how the activity meets the conditional requirements of the fund.

Initiating Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Director, DIR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date